

Catherine Cardinale  
Health Director



Board of Health  
26 Bryant St.  
Dedham, MA  
02026

Leontia Flanagan  
Assistant Health Director

TOWN OF DEDHAM

Clare Gardiner  
Public Health Nurse

(781)751-9220  
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October 17, 2011

### **NOTICE OF VACANCY – POSTING**

Mr. Paul M. Munchbach  
Town Clerk  
Dedham, MA 02026

Dear Mr. Munchbach:

In accordance with Sec. 6-13 of the Dedham Town Charter, please be advised that the following vacancy exists:

### **BOARD OF HEALTH – PUBLIC HEALTH NURSE POSITION**

**Part-time (22 ½ Hours/Week)**  
**Code TS-3, Salary Range \$24.83- \$30.53 hrly**

Person must have RN license and is primarily responsible for administering and conducting immunization clinics/programs, coordinates and schedules volunteer nurses and other to assist with programs, keeps records and files any necessary paperwork. Investigates records and takes appropriate action regarding communicable diseases; tests; and follow-ups. Plans, conducts, and supervises preventative programs promoting community health. Assists in inspection of summer camps and any other similar duties as required. Computer literacy, typing skills, and communications skills required. Works under the general direction of the Health Director.

Please send applications/resumes before **Monday, November 14, 2011** to:

**Catherine Cardinale- Health Director,**  
**Town Office Building,**  
**26 Bryant Street,**  
**Dedham, MA 02026**  
**or via email to [ccardinale@dedham-ma.gov](mailto:ccardinale@dedham-ma.gov)**

***Complete job description available in Health Office or upon request.***  
***The Town of Dedham is an Equal Opportunity Employer.***